For information on these projects contact:

EMPL to CPPS
Project Manager
Valerie Klemme
(303) 239-4384
valerie.klemme@state.co.us

HRDW
Project Manager
Paula Amelon
(303) 239-4321
paula.amelon@state.co.us

Training
Ranea Taylor
(303) 866-4642
hr.support@state.co.us

DHR Representative
Laurie Benallo
(303) 866-4247
laurie.benallo@state.co.us

HR/Payroll Systems
Manager
Mike Amelon
(303) 239-4335
mike.amelon@state.co.us

Projects to Retire EMPL

DPA is nearing the completion of two projects that will allow us to retire EMPL. The first is to deploy CPPS as our system for recording transactions affecting employees and positions. The second project is a Human Resource Data Warehouse (HRDW) to archive and report both current and historical data on employees, positions, job classes and the workforce.

This newsletter is intended to provide regular updates about these projects to the HR and Payroll community and others who have an interest in this work.

New Implementation Date

The implementation schedule to convert all users from EMPL to CPPS has been changed from the first week of October to early December. The process of transferring historical EMPL information is taking considerably longer then originally anticipated and this delay is necessary to assure that the data warehouse is fully functional at the conversion. Parallel users are asked to continue replicating all their production activity in the pilot system through November. At the beginning of December the production systems will be converted and all agencies will then use CPPS for employee and position actions and use the HRDW for reporting.

We would like to apologize for any inconvenience this delay may cause. Questions can be directed to any member of the project team.

CPPS Training

The CPPS training has begun. Training is scheduled through September, with additional training times to be added in October. This training is designed to teach the Human Resources staff who enter employee and position actions into EMPL how to do those actions in CPPS. The training schedule and registration information for CPPS training is posted on the web at http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm.

If you haven't already done so, please visit the site and register for a session.

At the PPUG meeting on October 5, 2005 there will be a presentation to show payroll officers the changes they'll need to know for their data entry.

Watch for announcements of additional presentations and practice 'labs' coming in October.

Thank You!

We would like to extend our thanks to the following people for who have given their time and effort towards the successful retirement of the EMPL system and development of the HRDW and Colorado Personnel and Payroll System:

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To anyone we inadvertently missed including in this list, our apologies, and a big thank you to you also.

Human Resources Data Warehouse

The Human Resources Data Warehouse (HRDW) project is progressing but is proving to be a significant challenge, primarily, the interpretation and 'cleansing' of data that is 20 + years old.

The ETL (Extract, Transform and Load) processes continue to be refined. The reports and user extracts are also under development but can't be completed until the load process is complete.

We have prepared some technical documentation for the HRDW to assist in your conversion planning. This will be of interest, primarily, to your technical staff who may be responsible for any internal HR systems you maintain. Please forward this to anyone you believe may be interested.

HRDW_Mapping_Sept15.doc describes how the date is mapped from the source (EMPL) data files to the target (HRDW) tables. The document is straightforward and identifies each table that will be included in the initial implementation of the HRDW. It also identifies each attribute and any data conversions that are being performed during the load process. Any data that currently exists in the EMPL system but does not appear as an entry in the 'Source' Field Name column will not be converted to the HRDW. The design team for the EMPL/CPPS Conversion identified these as unnecessary. The column headings contain brief comments that will be displayed by 'mousing over' the red triangle in the upper right hand corner of the cell.

HRDW_Action_Crosswalk_Sept15.csv is the HRDW REF_ACTION table and identifies the EMPL action codes and how they are associated with the new CPPS actions/sub-actions. The EMPL action codes will not be converted for the initial load of the table in order to preserve the history. This will be of interest if you do reporting from your internal systems based on action codes.

HRDW_Extracts_Sept15.xls is the compilation of all the information we have gathered, to date, about the customer file extracts that are currently generated from the EMPL system. These are the file extracts that are under development at this time. Our objective is to duplicate these extracts to greatest extent possible. More documentation will follow once these are finalized. This

information was gathered from two different customer surveys, one in 2003 and one in early 2005, and from documentation maintained by DoIT.   Based on the survey responses, we believe that all agencies have been accounted for. A number of the smaller agencies indicated that they do not receive EMPL extracts and, therefore, do not appear on this list. Several agencies indicated that they receive 'performance planning' type extracts. These are not included on this list because they will be developed later, in anticipation of the next performance cycle. A number of agencies also included CPPS extracts in their responses. These do not appear on the list because, for the short term, there will be no changes to the current CPPS extracts.

Please review this document and respond immediately with any additions or deletions. If you have additional information that is not included here we need technical specifications about these. We need to be able to locate the program code that generates the files and the formats of the files. Supplying general descriptions of the purpose of the extracts or file names used in your internal processes is not adequate. If you see something on this list that you no longer require, PLEASE let us know so we may redirect our resources to the necessary tasks. If you see something listed for you agency and you do not know what it is, please contact us for clarification.

HRDW_FAQ_Sept15.doc is a list of questions submitted to us from customers regarding extracts and the impact our changes may have. Our responses appear in *italics*. We believe the questions are likely to be common questions among a number of customer agencies.

Each of these documents is subject to revision. Current versions will be posted on http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm

Please contact paula.amelon@state.co.us if you have any questions or concerns.